



Office of the City Clerk

Weekly Report – for Week Ending October 14, 2016

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

The *Cannabis Activity Permits and Regulation. Initiative Ordinance* was certified as sufficient on October 12. The City Clerk presented the certification to the City Council with the recommendation that the proposed ordinance be placed on the March 7, 2017 Primary Ballot.

A petition draft for the *Non-Exclusive Franchise System for Solid Waste Collection. Initiative Ordinance* was approved for circulation on October 12.

Staff continues to prepare for the 2017 Municipal Elections. Approximately 45% of the required polling places have been recruited for the March 7 election.

Council and Public Services

The electrical and data port lines for the electronic speaker card kiosks were completed and final testing conducted. The kiosks are scheduled to be installed by the end of October with implementation anticipated by November. This system will replace the old paper-based speaker card process.

Records Management

On Saturday the City Archives will staff a table at the 11th annual Los Angeles Archives Bazaar at USC. This daylong event is free and open to the public and will host a variety of archives, libraries, and lesser known repositories of historical information from around Los Angeles. <http://laassubject.org/archives-bazaar>

Systems

Staff has started to prepare the Council District maps for candidates. The maps show the District lines for each open Council District office and are used by the candidates to better identify the areas they want to target. The maps display precincts within Council Districts including an index listing each precinct.

The new City Clerk website will be unveiled on October 13th. It will follow the City-standard content platform, live meeting pop-ups, improved navigation, mobile friendly view, and will comply with ADA standards.

Staff met with the Board of Public Works to discuss the next phase of the Novus Online Document Submission project. The plan is to allow other Public Works bureaus to add items and supporting documents to the online agendas.

Administrative Services

Neighborhood Councils were required to submit their 2016-17 operating budgets on September 1st. Many NCs requested a time extension; this extension was granted and the revised deadline was September 14th. Out of 96 NCs, 67 Neighborhood Councils submitted their FY 2016-17 budgets. Letters were sent and follow up phone calls made to the remaining NCs to assist in obtaining their budgets.



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Discussions continue with Union Bank for the development, approval and execution of a contract between the City and the Bank to serve the Neighborhood Council Funding Program. The banking structure is being developed to use only one checking account and purchase cards for all 96 Neighborhood Councils. This is a shift from the current structure which includes 96 individual checking accounts with no bank card. Implementing the new banking structure will allow increased spending controls and may accommodate the planned customer-friendly web-based interface.

Issue(s)

Staff is following up on an allegation of possible fraud in a Neighborhood Council. This investigation is being coordinated with DONE and the City Attorney.

Upcoming

Two Neighborhood Council treasurers' trainings have been scheduled for this month. They are on October 20th, 6p-9p at the Braude Constituent Center and October 25th, 6p-9p, Kaiser Permanente Conference Center, 25964 S. Normandie, Harbor City, CA. 90710.